



DEPARTMENT OF THE NAVY

COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO:

17 March 2020

COMTRAWING FIVE POLICY STATEMENT ON COVID 19

- Ref: (a) CNATRANOTE 6200
(b) SECNAV VECTOR 15 Force Health Protection Guidance for the Navy
(ALNAV 025/20)
(c) Deputy SECDEF Memorandum Stop Movement
(d) Navy Mitigation Measures in Response to CORONA Virus Outbreak
(e) CNATRA Clarifying Cleaning and Sanitizing Instructions. CNATRA 161811Z Mar 20
(f) ALNAVRESFOR 008/20
(g) Memorandum in Support of TELEWORK
(h) CNATRAINST 12620.1A (TELEWORK Program)
(i) CORONA Virus Civilian Personnel TELEWORK & Leave Guide

1. **Intent.** The following policy is effective immediately and will be observed by all active duty, reserve and civilian personnel assigned to Training Air Wing FIVE and its subordinate squadrons. The intent of this policy is to provide baseline guidance to subordinate units and civilian personnel in response to the COVID-19 outbreak. Expect further updates to be disseminated via the chain of command to provide timely and accurate information during an ever changing situation.

2. **Purpose.** Minimize exposure while continuing to execute the mission of training student aviators.

3. **TW-5 Operations.** Ground and flight operations shall comply with reference (a), with the following amplification and guidance:

a. Training Events: All ground training events, flights, simulators and detachments are deemed mission essential and are authorized to continue per reference (a). All remain overnight (RON) cross countries (CCX) are prohibited UFN.

(1) Out-and-in profiles are authorized during the work week and weekend with the following caveats:

(a) All aircraft shall return to homefield or Pre-Position (PREPO) locations defined below.

(b) All aircrew are restricted to the physical location of the Fixed Base Operator (FBO).

(c) No range limitations; however, aircrew should plan to avoid high population density areas.

(2) Authorized weekend PREPO locations are homefield, Pensacola International (KPNS), and Peter Prince (2R4).

b. CLEANING: Per references (a) through (e).

(1) Flight Gear: Helmets, masks, and headsets (including any pool gear) shall be cleaned before and after each use with disinfectant or Isopropyl alcohol pads (references (a) and (e)).

(2) Simulator: Each simulator cockpit shall be sanitized after each event. Military members shall wipe down all control surfaces (stick, UFCP, cyclic/collective, circuit breakers, switches, etc) after event completion with available alcohol wipes or other provided cleaning solutions.

(3) Classroom: Classroom surfaces (desks, computers, etc) shall be wiped down after each class by military members in those classrooms using available cleaning products. Wipe down LRC and Test workstations upon completion. NOTE: When wiping down electronic products with a spray solution, spray a cloth or paper towel first, then wipe down the keyboard/workstation. Do not spray liquid cleaner directly onto electronic devices, to include Simulators.

(4) Aircraft: Ensure at least the following aircraft components have been thoroughly wiped down prior to each event: control stick, UFCP, cyclic/collective/PCL, circuit breakers, switches, etc (reference (e)).

(5) TW5 and Squadron Building cleaning: Offices shall be cleaned daily with cleaning solutions. Squadron COs/XOs are authorized more restrictive cleaning requirements.

(6) Fixed Wing Operations Building: Each squadron shall be responsible for the daily cleaning of individual spaces. Common areas shall be cleaned on a rotational basis as developed by squadron representative.

c. CLASS SIZE/SIMULATOR USAGE/BRIEFING SPACES/WINGINGS: All classes shall be capped at a 50 person maximum. This includes students, instructors, and any observers. Efforts to maintain maximum spacing between all members in class shall be utilized with the overall intent of minimizing contact.

(1) Tours/Guest Sims are not authorized until further notice. Only approved Syllabus events shall be conducted. Civilian/Winger tours are not authorized at this time.

(2) Wingings. Limit the size of ceremonies to the winger, local spouse, COs and Commodore. Additional members are authorized to support Live Streaming.

(3) Briefing Spaces. Utilize alternate briefing areas as necessary to support the intent of minimizing exposure.

(4) Student/IP lounges/Social Gatherings. Minimize meetings of more than five persons. Practice social distancing and minimize attendance at large group gatherings outside of the workplace (e.g. concerts, sporting events). BE SMART.

d. TRAVEL/LEAVE/PCS: Per references (a) through (c).

(1) Leave and liberty. Leave and liberty is restricted to Escambia, Santa Rosa, Okaloosa or other home counties in which a member resides. Out of area leave request require approval at the First Flag Level, request may be forward for by exception approval on a case by case basis.

(2) PCS Transfers. All PCS transfers are on hold.

(a) Student I-Stop. Per NAVADMIN 065/20 I-Stops as part of PCS orders continue once orders execution has begun.

(3) EXCEPTION TO POLICY. TW-5 will forward mission essential PCS and STUDENT movements exception to policy to CNATRA for adjudication. BUPERS will handle all exceptions to policy on a case by case basis.

e. MEDICAL: COVID-19 testing kits are not available at NASWF Branch Medical Clinic. In an effort to reduce the risk of exposing others, adhere to the following guidance regarding COVID-19.

(1) If you have been in close contact (as defined by the CDC below) to someone with COVID-19, notify your chain of command and self-quarantine for 14 days to see if symptoms appear.

(2) Close Contact defined as: being within approximately 6 feet of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

(3) Personnel with symptoms such as fever with a cough and/or shortness of breath, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with an ongoing spread of COVID-19, please call the 24/7 Nurse Advice Line at 800-874-2273, or web/video chat at www.MHSNurseAdviceLine. If your symptoms are severe and you're physically going to an Emergency Room or other healthcare provider (Branch Medical), please call ahead and let the E.R. or Branch Medical/healthcare provider know about your symptoms and concerns so that they can properly prepare for your arrival. Sacred Heart/ASCENSION's COVID HOTLINE (833)-978-0649 or website <http://ascn.io/onlinecare>. Florida Department of Health COVID-19 Call Center (866)-779-6121 or website COVID-19@flhealth.gov.

(4) Personnel with family members at home sick with COVID-19 should immediately inform their supervisor and self-quarantine for a period of 14 days.

(5) Personnel with pre-existing health conditions are encouraged to discuss telework options with their chain of command to reduce their risk of exposure.

(6) Utilize emergency health services as necessary and notify your chain of command with any updates.

f. RESERVE FORCE: Reserve support for the pilot production mission will be per reference (f). This policy limits Reservist support to SELRES who reside locally. Per RESFOR guidance, all reserve travel is suspended. If a non-local SELRES was in the local area at the time the

policy restrictions on travel were implemented, that member can continue to provide support. Upon returning home, the aforementioned travel restrictions apply. SELRES who reside locally but leave the local area with their civilian employment will not be able to execute any further drills or orders at their assigned active duty squadron. Local area defined as 50 miles. This limitation on participation after leaving the local area will remain in effect until travel restrictions are rescinded. The following guidance is applicable to both Navy SELRES and Marine Corps Reserve Instructor Pilots.

(1) Non-local reservist, not currently on orders or drilling. Those members who do not currently reside in the local area and are not currently on orders and/or drilling will not be authorized to provide support. All travel for reservists has been suspended.

(2) Non-local reservist, in the local area currently on orders or drilling can continue to provide support. Those reservist can request to extend that support; however, once the member leaves the local area they will fall into the above category.

(3) Local reservist can provide support. No restrictions.

(4) Local reservist who leave the local area during their civilian job (i.e. an airline pilot). Those reservist will not be authorized to drill or execute orders until travel restrictions are rescinded.

g. Civilian Force: Comply with current CNATRA/TW-5 Command guidance. Civilian employees will consult with their Supervisor for alternate work/leave options, as required. Supervisors may contact the CPF Employee Relations POC: Ms. Christine VanDerVort at email: christine.vandervort@navy.mil or via phone: 619-532-4877 for specific human resource policy questions (references (g) through (i)).

h. Additional information: TRAWING FIVE will continue to post updated COVID-19 information to the TRAWING FIVE Facebook page and website. Other available sources:

Commander, Navy Region Southeast (CNSRE)
<https://www.cnrc.navy.mil/regions/cnrse/om/covid19.html>

Center for Disease Control and Prevention (CDC)
<https://www.cdc.gov/coronavirus/2019-ncov/summary.html>

U.S. Office of Personnel Management (OPM) for Federal Workforce
<https://go.usa.gov/xdsTs> and www.opm.gov/covid19

4. **U.S. Marine Corps/U.S. Coast Guard/U.S. Air Force Personnel.** Adhere to additional service directives.

5. **International Military Trainee (IMT) Personnel.** IMTs will also abide by applicable policy guidance per their home country guidance.


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By direction